

EEO-81-147
5 June 1981

STAT MEMORANDUM FOR: [REDACTED]
Chairman, DCI Area Building Planning Staff
Committee

STAT FROM: [REDACTED]
Deputy Director, Equal Employment Opportunity

SUBJECT: Building Planning

1. All Office of EEO personnel are assigned currently to the Headquarters Building at Langley. The Complaint Staff (CS), however, has been planning to relocate to the Ames Building but action on this move has been postponed and most probably will be cancelled. If cancellation takes place, the action will be based on the fact that the CS should be in the building where the majority of employees are located. Additionally, the CS needs to have ready access to personnel files which are kept in the Langley compound.

2. We project that there will be an increase of five positions during 1981-87, broken down in the following manner:

- ° Two additional program managers. Justification: The Inspector General has raised the question of transferring the Agency's Handicap Program from the Office of Personnel to OEEA, resulting in the addition of one full-time position.
- ° Two additional investigators/counselors. Justification: As the Agency continues to grow, as expected, and more women and minorities are hired, with a concurrent later retirement of employees in general, there will be probably more individuals filing discrimination complaints on the basis of sex, race and age. This situation will require adding at least the two positions projected.
- ° One professional statistician. Justification: The implementation of the Uniform Guidelines for Employee Selection Procedures

and the probable increase in the number of discrimination complaints will require complex statistical analyses performed by a professional statistician.

OEEO Personnel Strength (FT/PT)

1981	<u>Projected</u> 1987	<u>Projected</u> 2000

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The increases projected for year 2000 are based on the hypothesis that the situation that will be prevalent in 1987 will continue during the period 1987-2000.

3. During 1981-1987, the need for computer-assisted work will probably result in the installation of one computer terminal and at least one word processor. By the year 2000 probably all Office professional and clericals will have a microcomputer/word processor at his/her disposal. My guess is, however, that there will be a need for at least ten microcomputers. The installation of electronic equipment will undoubtedly have an impact on the Office environment.

4. If you have any questions on my projections (or guesses), please call me on Extension

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